

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

FEBRUARY 14, 2018

The meeting was called to order by James Govoni, President with a quorum. Mr. Govoni called for approval of the January's minutes. A motion was made, seconded and approved.

BOARD MEMBERS PRESENT

James Govoni, President
Mark Bailey, 1st Vice President
Bob Bradshaw, Secretary
D. Lynn Newman
Victor C. March
Wayne Cooper
Lynn Shuppel
Kathy Blue
Michele Kutta

ABSENT BOARD MEMBERS

Dr. Ahmed Elzaree
Dr. Camille Bryan, Ed, 2nd Vice President

STAFF

Richard Proctor, Interim Executive Director
Thomas Anderson, Health Occupations Inspector
Eula Gautreaux, Licensing Chief
Lisa Woods, Office Secretary III
Carla Boyd, Board Counsel

PRESENTATION

Ms. Timiki Easton, Death Operations Manager for the Maryland Department of Health, Division of Vital Records, gave an overview of the death certificate certification process with special emphasis on the amendment process. During her presentation she addressed comments and answered questions from the Board and attendees. Ms. Easton also provided informational packets.

Mr. Victor March, Immediate Past President, shared information regarding the Funeral Service Foundation Youth and Funerals program. The Foundation is a nonprofit arm of the National Funeral Directors Association. The foundation has developed a new program called Youth and Funerals, which is a publication booklet available to the profession free of charge. There is also a link that will allow downloading on websites and for print. The booklet is designed to give to families, to help explain the

funeral process to children and encourage children to become a part of the funeral process. It is a great resource, professionally and available to the profession free of charge.

BOARD PRESIDENT GENERAL ANNOUCEMENT

For Morticians and Funeral Directors, it is renewal time, and therefore the Anatomical Services Division is offering three, four (4) hour approved Mortuary Science continuing education seminar programs. The programs will be offered 2/17/18, 3/3/2018 and 3/17/18 at the Anatomy Board, the Hosick Lecture Hall, Lobby Level, 655 West Baltimore Street, Bressler Research Building, Baltimore, Maryland. The doors open at 7:00 A.M, seminar start at 8:00 A.M and ends at 12:30 P.M. There is information on the Board's website for more information and registration form. An email blast will also be sent out with the seminar information.

The Board has opined at its January 10, 2018 Public Meeting that persons needing Continuing Education Credits (CEUs) for renewal may take up to nine (9) non in-person classes on line or for electronic credits, and that three (3) in- person CEUs for a total of twelve (12) credits. Therefore, for this renewal period, up to nine (9) credits are available from on-line courses which are also available on the Board's website and three (3) must be in-person courses. Will also be able to see courses posted on Board's website when approved for organizations. The pre-need law course is available on-line and in person.

Clarify and reaffirm the statute as to funeral home establishments being able to transport human remains by their employees for the Office of the Chief Medical Examiner (OCME) without a transporter permit. If you have a funeral home, have a staff and Board inspected van, you may make transfers to and from anywhere, including OCME. If you interested in helping OCME, please do so. They are always looking for funeral establishments to assist with transports, particularly in western part of our state and some on eastern shore. They need help with transporting, so if you are able to do that, have an establishment, and staff employed by you, it is perfectly fine to do transports without a transporter permit.

ADMINISTRATIVE REPORT

Richard Proctor, Interim Executive Director, provided a status report on the Board's fiscal year 2018 budget. Mr. Proctor explained he will be reviewing the budget on a real time basis, and providing updates to the Board at least monthly.

Mr. Proctor reported he had several meetings with the Board's Chief Financial Officer regarding the Board's fiscal affairs. The most recent meeting was related to 2nd quarter expenditure projection which shows the Board just about balanced at the end of the year. The revenue projected is based on what is known at the time the budget was prepared.

The House Budget Committee is having a budget hearing on 2/19/18, which Mr. Proctor will be attending. Mr. March noted we have very little control of our budget since most of our costs are set with the State, and we have no control over that.

Paper applications will be mailed out to all licensees this renewal period and they will have the option to renew by mail or online.

As of this month, all checks received by the Board will be submitted for deposit within 24 hours of receipt and all mail and hand delivered items will be logged in for tracking purposes. The logs will include the date received, the item type, if check included and if so, the check number. All the hand delivered items will require a signature. All documents will be date stamped when received.

Staff is currently working on a centralized filing system and using the State of Maryland's retention schedule to determine the status of the documents going forward. Currently 89 boxes of documents are in the office storage room awaiting final audit.

The Board's office area is being redesigned to improve efficiency of board operations. All involved furniture and filing cabinets will be moved on February 21st.

The Department of Health is in process of developing an On Boarding and Off Boarding system which when fully implemented will require all departmental units to use. This system will entail developing a standard operating procedure for each departmental position to ensure smooth transition when staff leaves and new staff start. The Department's Project Manager has agreed to present an overview to staff, prior to official launch. This will board staff begin developing standard operating procedures for all office functions.

We have photo ID's for currently registered Mortuary Transporters for dissemination to registrants'.

We are making progress on the signed wall certificates. If you did not receive a wall certificate, please contact the Board office.

Reminder, financial disclosure statements are due on or before April 30, 2018.

EXECUTIVE COMMITTEE REPORT

Jim Govoni, President, reported the Committee had a conversation by email in regards to preparation for the Board's search for our Executive Director, and will keep Board apprised accordingly.

FAMILY SECURITY TRUST FUND ADVISORY COMMITTEE

Lynn Shuppel, Chair, reported there is currently \$1,070,022.95 in the fund. Jim reminded everyone, only new establishments pay into the FSTF, as we have reached the \$1,000,000.00 limit.

PRENEED COMMITTEE REPORT

No report.

ESTABLISHMENT COMMITTEE REPORT

No report

LICENSURE COMMITTEE REPORT

D. Lynn Newman, Chair reported on the following applicants.

Apprentice

Mr. Newman moved for approval of Paul Steven Danfield Jr. of Stauffer Funeral Home for apprenticeship license. The motion was seconded and approved.

Mr. Newman moved for approval of Leanne Kristin Parr of Schimunch Funeral Home of Bel Air for apprenticeship license. The motion was seconded and approved.

Mortician

Mr. Newman moved for approval of Kara Norris for Mortician's license. The motion was seconded and approved.

Mr. Newman moved for approval of Alexa Turner for Mortician's license. The motion was seconded and approved.

Mr. Newman moved for approval of Tinika Walters-Coleman for Mortician's license. The motion was seconded and approved.

Mr. Newman moved for approval of Jacqueline Hagermeister for Mortician's license. The motion was seconded and approved.

Mortician via Waiver

Mr. Newman moved for approval of Cynthia Carolyn Lloyd for Mortician's license via Waiver of Apprenticeship requirements. The motion was seconded and approved.

Reinstatement

Mr. Newman moved for approval of Sonja Montgomery Cheatham for reinstatement of Mortician's license. The motion was seconded and approved.

Crematory Operator

Mr. Newman moved for the approval of Reginald Perry, Jr. for Crematory Operator License. The motion was seconded and approved.

Registered Transporter

Mr. Newman moved for the approval of Channel S. Clark, registered to Alvin's Anointed Hands, Inc., The motion was seconded and approved.

Mr. Newman moved for the approval of Kuntasha Stringfellow, registered to Alvin's Anointed Hands, Inc. The motion was seconded and approved.

Mr. Newman moved for the approval of Kenneth Messina, registered to Anatomic Gift Foundation, Inc, LLC. The motion was seconded and approved.

Mr. Newman moved for the approval of Lillie Diana Johnson, registered to Alliance Mortuary Transport and Support, LLC. The motion was seconded and approved.

CONTINUING EDUCATION UNITS COMMITTEE

In Camille Bryant's absence, Lynn Newman reported on the following CEU's

1. ICCFA – 2018 ICCFA Annual Convention and Exposition – April 18-21, 2018- 13 CEU's.
2. Earl Schley – Preneed Insurance/ Industry Trends for Funeral Service Professionals – 2/21/18
Giuseppies Restaurant Open to the Public, 3/21/18 Kaczorowski FH Open to the Public, 6/4/18 Charles Evans Funeral Chapel – Closed for Evans Employees only – 2 CEU's.
3. NFDA – Meet the Mentors 3/12-13/ 2018 - 10.5 CEU's.
4. David L. Bednar – 2018 Annual OSHA Required Training 1/18/2018 – 2 CEU's.
5. NFDA – Various Online Learning Courses – Open dates – 1-6 CEU's.

6. Funeral CE – Funeral Home and Heroin Overdose Training – Open Home Study – 2 CEU’s.
7. NFDA – Pursuit of Excellence: Best Practices Panel – 3/8/2018 – 1 CEU.
8. MKJ Marketing – MKJ Marketing’s 2018 Marketing Summit 2/26-28/18 and 3/19-21/2018 – 13.5 CEU’s.
9. NFDA – Preneed – NFDA Certified Preplanning Consultant CPC – 6/28/2018 – 8 CEU’s.
10. NFDA – NFDA Certified Preplanning Consultant CPC – 4/26/2018 – 8 CEU’s.
11. PIMS – 2018 PIMS Best Practices 101 – 3/16/2018 – 6 CEU’s.
12. NFDA – NFDA Certified Preplanning Consultant Correspondence Option – Open dates – 15 CEU’s.
13. International Order of the Golden Rule – 2018 Annual Conference & Solution Center Part 2 – 4/6/18 3 CEU’s.
14. International Order of the Golden Rule – 2018 Annual Conference & Solution Center Part 1 – 4/4-5/18 - 3 CEU’s.
15. NFDA – Sexual Harassment in the Workplace – 3/29/18 – 1 CEU.
16. What’s Your Grief LLC – Exploring the Grief of Addiction and Overdose Death - 3/12/18 – 3 CEU’s.
17. What’s Your Grief LLC – Understanding Continuing Bond Theory and Rituals in Grief- 2/20/18 – 3 CEU’s.
18. What’s Your Grief LLC – Grief Below the Poverty Line - 3/2/18 – 3 CEU’s.
19. What’s Your Grief LLC – Supporting Grieving Children 4/18/18 – 3 CEU’s.
20. What’s Your Grief LLC – Beyond the 5 stages: Understanding and Applying Modern Grief Theory 5/15/18 – 6 CEU’s.

A motion was seconded and approved for the above CEU’s.

OLD BUSINESS

Jim Govoni reported a point of information regarding the implementation of regulations pursuant to the state’s legislative response to the “NC Dental” ruling. Proposed regulations, in accordance with Senate Bill 517 from the 2017 legislative session, have been published in the 2/2/2018 edition of the Maryland Registry. The comment period ends 3/5/2018. The Office of Administrative Hearings held the required Administrative Law Judge training on 2/9/2018.

The Board office will be closed 2/19/18 for Presidents Day.

LEGISLATIVE UPDATE

Jim Govoni reported on H.B. 288, Health Occupations- Power of Secretary of Health- Boards and Commissions. The hearing was held in the Health and Government Operations Committee on 2/1/18. No vote to date.

Title 28 Office of Administrative Hearings – Subtitle 04 Review of Decisions and Actions of Health Occupation Boards and Commissions, Code of Maryland Regulation 28.04.01, was published in Maryland Registry on 2/1/2018. The comment period ends 3/5/2018. No public hearing scheduled.

Title 10 Maryland Department of Health, subtitle 29 Maryland Board of Morticians and Funeral Directors Code of Maryland Regulation 10.29.15, was published in the Maryland Registry on 1/19/2018. The comment period ends 2/20/2018. No public hearing scheduled

ADJOURNMENT

Pursuant to Maryland State Government Article, Code § 10-501 et. Seq., on a motion by James Govoni, President, and seconded, then the Board unanimously voted to close its meeting.